



*Embassy of the United States of America*

Republic of Serbia  
Belgrade, October 6, 2016

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-17-R-0001

Enclosed is a Request for Proposals (RFP) for Group Life insurance services for U.S. Embassy Belgrade Locally Employed Staff. If you would like to submit a proposal, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the following address:

U.S. Embassy  
GSO/Contracting Officer  
S-RB100-17R-0001  
Jovana Marinovica bb  
11040 Belgrade, Serbia

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-33 Blocks 15 through 18, and 14 if applicable.
2. Section B.4, Prices
3. Section K, Representations and Certifications; and Other Statements of Offerors
4. Additional information as required in Section L, Instructions, Conditions, and Notices to Offerors.
5. Your company's Dun & Bradstreet (DUNS) number
6. All quotes and supporting documentation must be printed/copied double sided where possible.

Instructions on how to apply for a DUNS number and register in SAM are available at this web page:

<http://photos.state.gov/libraries/serbia/5/pdf/duns-and%20sam-registration-guide-jul-2016.pdf>

Direct any questions regarding this solicitation by email in English to Zoran Djordjevic by email at [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov) no later than close of business on October 20, 2016. Questions will not be accepted after this date. Answers will be posted on the Embassy web page where the

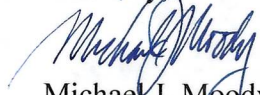
solicitation is publicized. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

Proposals/Quotes may be submitted in electronic format. The electronic quote shall be submitted via email to [BLG-Procurement@state.gov](mailto:BLG-Procurement@state.gov) in Adobe Acrobat pdf format. Proposals/Quotes must be compiled as a single document with pages numbered 1 of x, 2 of x, etc. If the size of the full document is greater than 2MB, break in into multiple documents smaller than 2MB and name each document as follows: "(your company name)-Quote SRB10017R0001 file x of x files"

It is advised that you be registered in the System for Award Management (SAM) by the time you submit your proposal, but it is NOT required until we award. Proposals from companies not registered in SAM when we award will not be considered.

Proposals are due by 17:00 local time on November 7, 2016 and will not be accepted after this date. All responsible sources may submit a response which, if received on time, shall be considered.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael J. Moody", is written over the printed name.

Michael J. Moody  
Contracting Officer

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